



APPLICATION FORM FOR ADMISSION TO ABBEY COMMUNITY COLLEGE
FIRST YEAR, ASD CLASS AND MODERATE GENERAL LEARNING DISABILITY CLASS
2025/2026

<i>This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as having been accepted as a student of Abbey Community College.</i>	
Completed applications will be accepted from:	Tuesday 01/10/24
The closing date for receipt of applications is:	Tuesday 22/10/2024 @ 11:00 am

All Application Forms and accompanying documentation should be sent to:	For office use only
Methods of submitting the Application Form for Admission: <ul style="list-style-type: none"> • Post to: Abbey Community College, Abbey Road, Ferrybank, Waterford, X91 PC91. • Call to the school office (for opening hours please see school website). • Scan <i>Application Form for Admission</i> and birth certificate and email to: admissions@abbeycommunitycollege.com 	Date received: ____/____/_____ School Stamp:

Please ensure you return the following documents to the school to complete the application:

- Copy of Birth Certificate Copy of PPSN
- If applying for the Special Class, an additional application form is necessary (available through the School office or online). A relevant report completed within the previous 24 months containing the mandatory elements set out in the Admissions Policy must be included with the application forms.

Please complete all sections of the following application using BLOCK CAPITALS	
SECTION 1 - PROSPECTIVE STUDENT DETAILS	
<i>Details of the young person for whom this application is being made.</i>	
First Name:	
Surname:	
Sex: [tick one]	Male <input type="checkbox"/> Female <input type="checkbox"/>

Student Address:							
Eircode:							
Date of Birth:	Day		Month		Year		
PPSN Number:							
Mother's Maiden Name:							

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<p><i>This section is NOT required to be completed where the student is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.</i></p>		
	Parent / Guardian 1	Parent / Guardian 2
Prefix: (e.g. Mr. / Ms. / Mrs. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 2A – EMERGENCY CONTACT

Name:

Relationship to student:

CONTACT DETAILS WITH HOME

**Please give the postal title
example: Mr. & Mrs. D. Smith
and address to be used by the
school for correspondence
with home:**

Eircode:

**Nominate mobile number
which will receive texts from
school:**

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SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at [sr66-ACC Code of Behaviour.pdf \(abbeycommunitycollege.com\)](http://sr66-ACC_Code_of_Behaviour.pdf) or from the school office.

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Abbey Community College

A. If the student currently has any siblings in this school, please indicate their names and current year of study.

(i) Name:	
Year:	
(ii) Name:	
Year:	

B. If the student has any siblings which have previously attended this school, please indicate their names and their year of graduation/final year.

(i) Name:	
Year of Graduation:	
(ii) Name:	
Year of Graduation:	

C. Please provide the name of the parent/guardian of the Student where they are a member of staff of the school.

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D. Please provide details of the primary school currently attended by the student.

School name:	
School address:	

IMPORTANT INFORMATION:

- You are required to submit a copy of the Birth Certificate.
- If applying for the Special Class, a Relevant Report completed within the previous 24 months, containing the mandatory elements set out in the Admission Policy.
- All of the information that you provide in this application form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
- Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- For information regarding how your data is processed by the school and KCETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

***NOTE:** Should the student receive a place in Abbey Community College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.*

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

(Student [where over 18])

(Date)

DATA PROTECTION

The Board of Management of Abbey Community College is a committee of KCETB, Seville Lodge, Callan Road, Kilkenny, Co. Kilkenny, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KCETB is Colette Duggan and can be contacted at Colette Duggan, Data Protection Officer, Kilkenny and Carlow ETB, Seville Lodge, Callan Road, Kilkenny.

The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which KCETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires sight of the child's birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in this Application Form may be communicated internally within KCETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018.

The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with KCETB's Data Retention Policy, which can be found at <https://kcetb.ie/en/>

A copy of the full KCETB Data Protection Policy is available at <https://kcetb.ie/en/> or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where KCETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.